

HIGHLANDS RECREATION DISTRICT BOARD MEETING

Tuesday, July 14, 2015

Attendants:

BOARD-

Pam Merkadeau (PM)
Michelle McNeil (MM)
Eric Olbekson (EO)
Hal Carroll (HC)

ABSENT: Johanna Anton (JA)

STAFF- Brigitte Shearer (BS)
Portor Goltz (PG)
Rebecca Hitchcock

CALL TO ORDER

The meeting was called to order at 7:02pm by Board Member PM

REVIEW AND APPROVAL OF THE MINUTES

Board Member EO made a motion to approve the minutes of the June 7 Board Strategy Meeting and the June 9, 2015 Regular Board Meeting (HC second). The Board voted as follows: MM: yes PM: yes HC: yes JA: ABSENT EO: yes

INTRODUCTION OF GUESTS

Rachael Webster
Monika Peschke – HCA liaison

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

Rachael Webster thanked HRD staff for all their help on July 4th. She also commended the EEC program for all its hard work. The EEC graduation was specifically mentioned as a well-planned and memorable event.

Board Member PM also commended Rebecca Hitchcock and the EEC staff for hosting the EEC graduation event.

MANAGER'S REPORT

A. Programming –

- a. EEC – EEC Graduation was a success. Staffing is in place to cover upcoming maternity leaves.
- b. Pool – July 4th water Carnival went very well. Lifeguard and Jr Lifeguard classes are going well. Swim instructor training is being improved.

- c. ASP – Camp is 100% full. ASP/IC and fall camp preparation has begun.
- d. Seasonal Programs/ Special Events – A new mandarin program will begin this fall. Facility rental rates will be revised this fall.

B. Facilities & Grounds – July 3 & 4 went well. The Rec was back in regular operation by Sunday July 5th. The Rec will prepare the facility for a potentially heavy rainy season. We have received a FireSafe grant for more fuel reduction in the open space. The annual letter to adjacent residents will be mailed in September. An Eagle Scout project to upgrade our walkway railing will begin in August.

C. Administration –Everything is running smoothly. Board Member EO reported on the San Mateo County Park & Rec Commissioner workshop he attended on June 27. .

COMMITTEE REPORTS

The finance committee summarized the findings from its review of the draft budget. BSS will prepare a revised budget for Finance Committee's review on August 6th. The Board will discuss the budget on August 11th, but may not finalize it until a special meeting on August 24th. The revisions will include adjustments to revenue as well as further expense reductions to better align the District with its strategic objectives and financial obligations.

FINANCIAL REPORT

The YTD financials were discussed. The June 30 financials are preliminary.

UNFINISHED BUSINESS

A. General Manager employment agreement renewal – This topic was continued.

NEW BUSINESS

A. Ad hoc Bylaws Committee action plan – Board Member PM appointed Board Members PM and EO to the committee to review the bylaws and provide a draft at the September board meeting.

B. UPCOMING MEETINGS: August 11, August 24 (Special Meeting), September 8

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member HC made a motion to pay the bills (EO second) and the motion passed.

The Board voted as follows: MM: yes PM: yes HC: yes JA: Absent EO: yes

ADJOURNMENT

Board Member EO made a motion to adjourn the meeting (HC second)

The Board voted as follows MM: yes PM: yes HC: yes JA: Absent EO: yes The meeting adjourned at 8:14pm.

Respectfully submitted,

Brigitte Shearer
Board Secretary